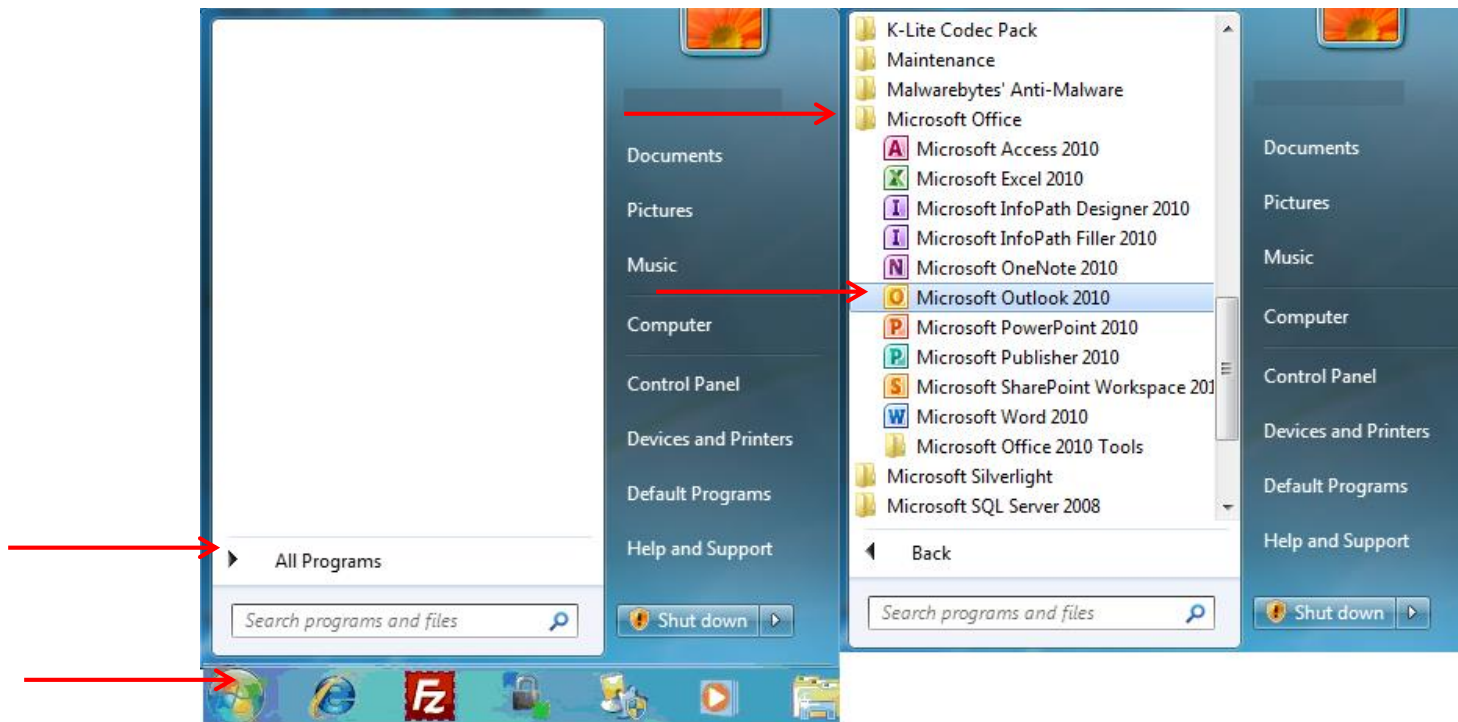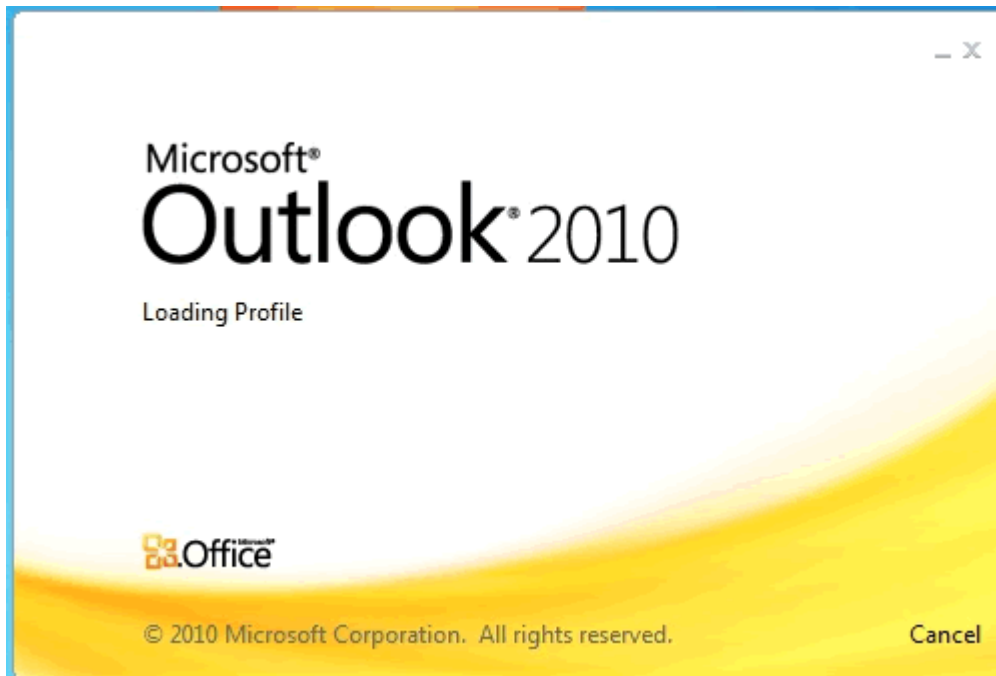# Setup Email in Outlook 2010

1. Click the Start menu.

2. Select All Programs.

3. Select Microsoft Office.

4. Click Microsoft Outlook 2010.
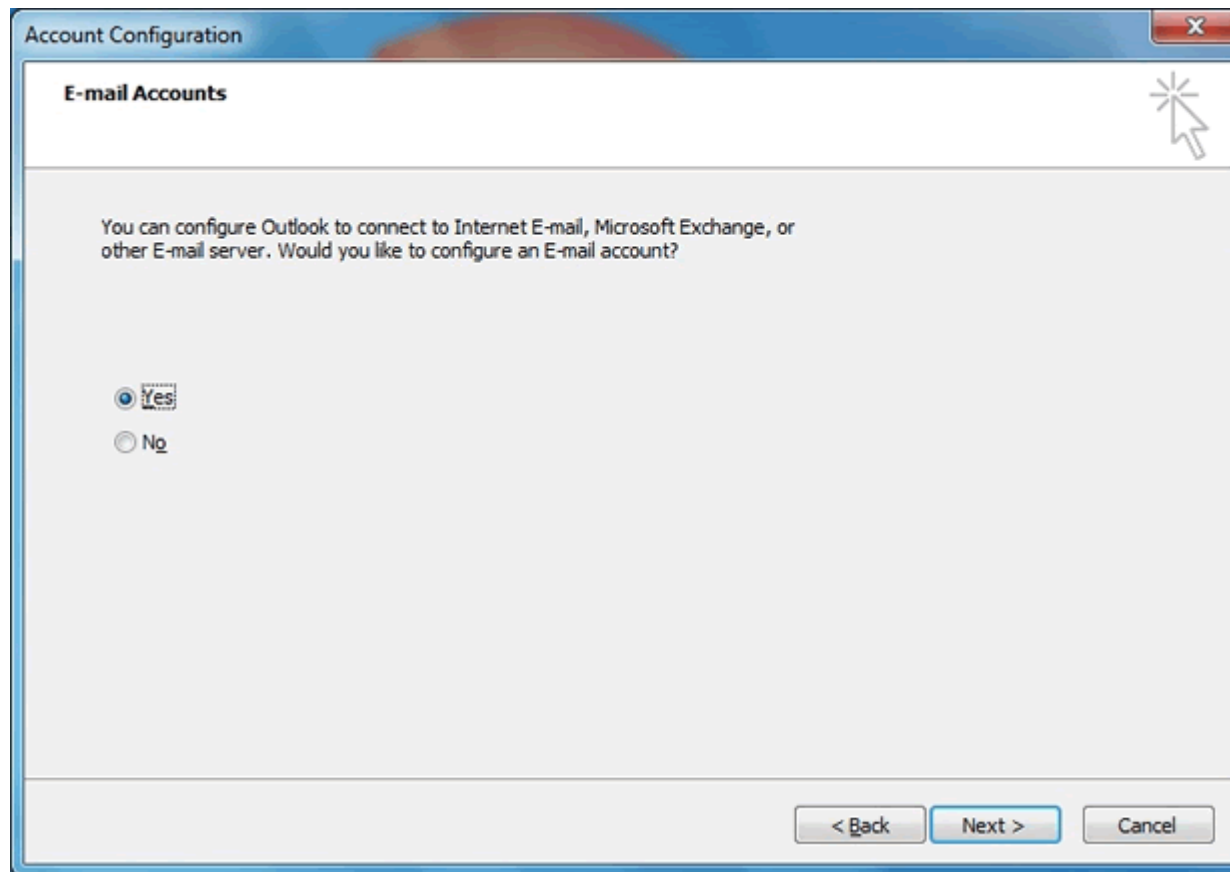
5. The Outlook Splash screen and Microsoft Outlook 2010 Startup wizard windows appear.

Microsoft®
Outlook 2010

Loading Profile

Office

© 2010 Microsoft Corporation. All rights reserved.   Cancel

6. Click Next.

7. The Account Configuration window will appear, select "**Yes**" to configure a Microsoft Exchange email account.

Account Configuration

E-mail Accounts

You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?

⊙ Yes

○ No

[< Back]   [Next >]   [Cancel]

8. On the Add New Account window:

9. Your name will populate as long as you are logged into the computer under your user id and password.

10. Click Next. The system will automatically find the server settings.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

● **E-mail Account**

Your Name: [blurred]
Example: Ellen Adams

E-mail Address: [blurred]
Example: ellen@contoso.com

Password: ************
Retype Password: ************
Type the password your Internet service provider has given you.
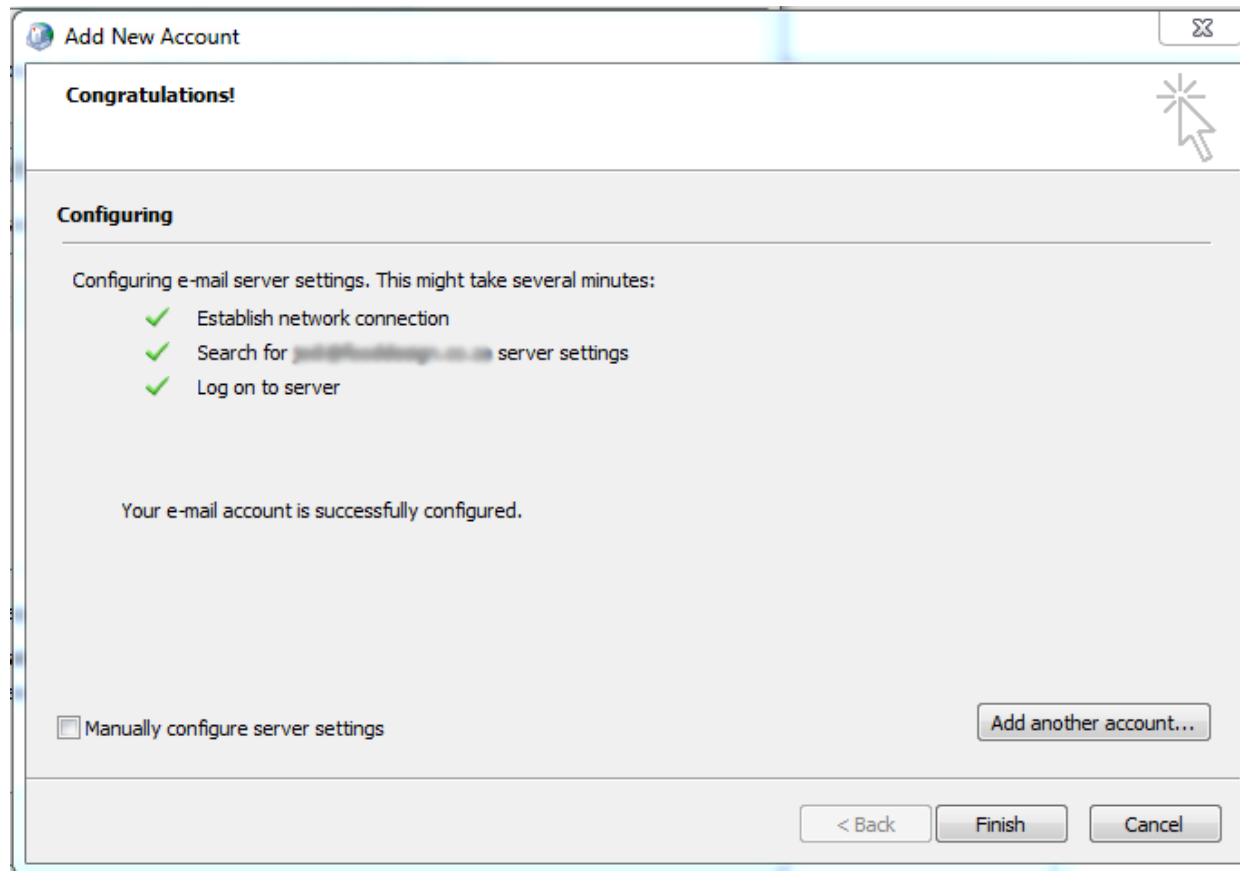
○ **Text Messaging (SMS)**

○ **Manually configure server settings or additional server types**
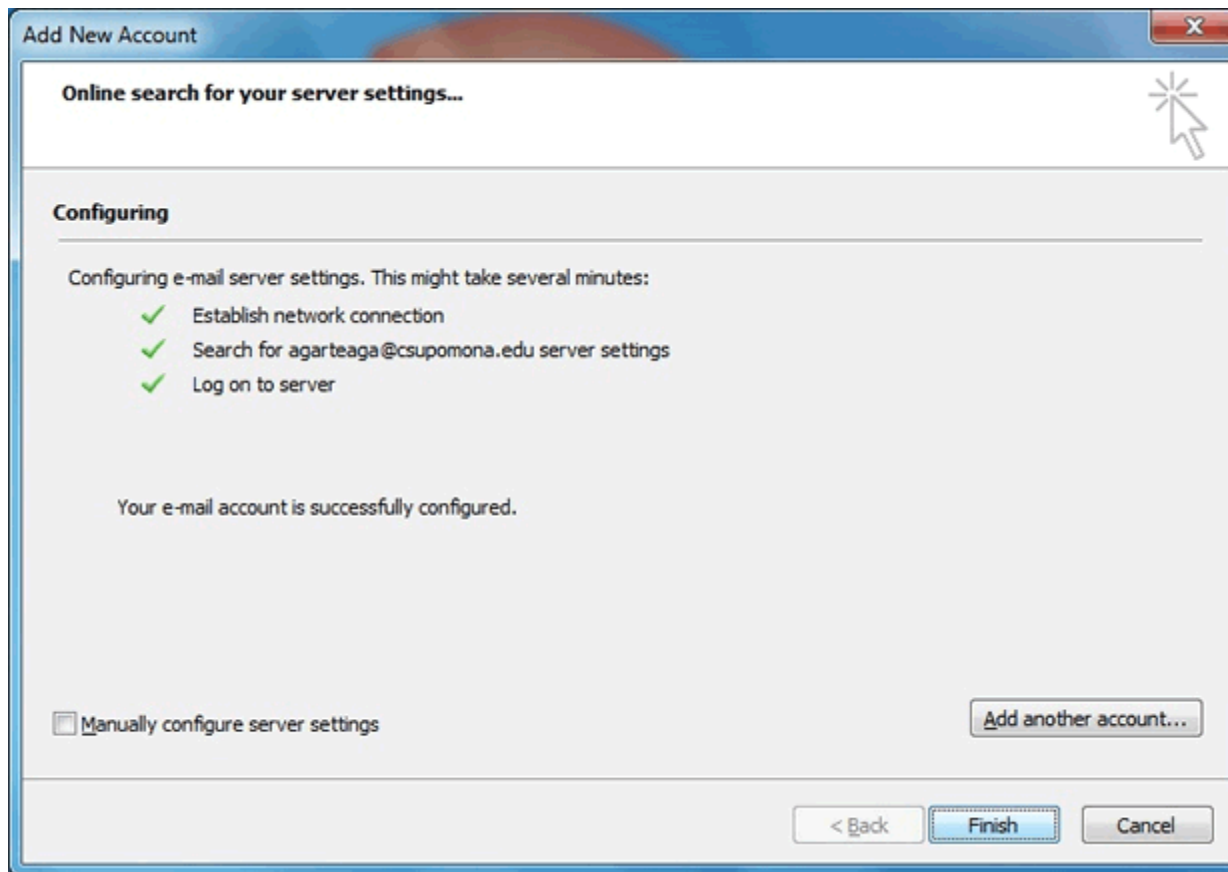
[< Back] [Next >] [Cancel]

1. A successful connection to the server will produce a confirmation window. Click **Finish**.

11. Outlook will launch for the first time and ask for your preferences in regards to updating Microsoft Office.

    1.   Select the Use Recommended Settings radio button.

          1.   Click OK.

Welcome to Microsoft Office 2010

Help Protect and Improve Microsoft Office

Office

Use Recommended Settings
Install important and recommended updates for Office, Windows and other Microsoft software. Offer me new optional Office and Microsoft software, check online for solutions to problems, download files to help Microsoft diagnose system problems, automatically update Office content, and help improve Office.

Install Updates Only
Install important and recommended updates for Office, Windows and other Microsoft software. Offer me new optional Office and Microsoft software.

Don't make changes
Choosing this option could expose your computer to security threats.

Get more information on how to turn these settings on and off

Some information might be sent to Microsoft. This information is not used to identify or contact you.

Read our privacy statement.

OK